SU WORKPLACE ACCOMMODATION PROCESS FLOWCHART – TIMELINE 30 DAYS

Employee submits request form & supporting documentation to ADArequest@salisbury.edu → Receipt of request is sent → HR reviews submission and meet with employee → HR decision on ADA qualification → If no, employee notified and may seek resolution

If yes, interactive process begins to include HR, employee, supervisor, and/or unit head → HR decision on reasonable accommodation → HR will draft Accommodation Plan and meet with employee, supervisor, and/or unit head → Employee reviews and determines if sufficient → If not, employee may seek resolution

If yes, employee signs and returns Accommodation Plan to HR → Supervisor implements reasonable accommodation → Periodic reviews are accomplished, as needed

Employee files an appeal → AVP of HR reviews appeal and issues decision → Employee receives appeal decision and if not satisfied, appeals to OIE → OIE reviews case and makes a determination